

A Business Owner's Guide to Smokefree Indoor Air Act of Columbus

[YOUR COMPANY NAME]'s Smoking Policy

Date of Adoption:

It is recognized that smoking is dangerous to smokers' health and that involuntary exposure to smoke can also cause disease in healthy nonsmokers. The separation of smokers and nonsmokers within the same air space may reduce, but does not eliminate, the exposure of nonsmokers to environmental tobacco smoke. This policy has been developed to protect all persons from the exposure to environmental tobacco smoke and to ensure a safe working environment.

I. Policy

Smoking is prohibited in all workplace areas, without exception. Smoking is prohibited anywhere at [YOUR COMPANY NAME], including all common work areas, elevators, hallways, company vehicles, restrooms, cafeterias, employee lounges, conference and meeting rooms, and all other enclosed workplace areas. The policy applies to all employees, clients, consultants, contractors, and visitors.

II. Procedure

- A. Compliance with the smoke-free policy is mandatory for all employees and persons visiting [YOUR COMPANY NAME].
- B. To support the policy of not allowing smoking in public areas, [YOUR COMPANY NAME] has posted "No Smoking" signs at all building entrances. Each sign must comply with ordinance requirements set forth in the City of Columbus Smokefree Indoor Air Act of 2004.
- C. No employer shall discharge, refuse to hire, or in any manner retaliate against an employee, applicant, or customer who exercises any rights afforded by this Chapter, or anyone who reports or attempts to prosecute a violation of this chapter. The establishment of a procedure ensures that there is adequate redress (disciplinary dialogue or actions) for any adverse personnel (fellow employee) action of retaliation taken against an employee for that employee's attempt to exercise his or her rights under this Chapter with respect to the place of employment.

III. Smoking Cessation Opportunities

[YOUR COMPANY NAME] encourages all smoking employees to quit smoking. For further information about these services, contact the Ohio Tobacco Quit line at 800-934-4840.

IV. Questions

Any questions regarding the smoke-free workplace policy should be directed to the appropriate workplace contact, or the Columbus Health Department, Division of Environmental Health, at 724-4AIR (4247).

This Policy Must be Plainly Posted on Facility Premises
and Available for Inspection Upon Request